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**Program Enhancement Plan  
Child Welfare Case Process Committee  
Meeting Notes  
Pyle Center, March 9, 2005**

**1. Full Committee Meeting - Reggie Bicha and Connie Klick**

Reggie provided an overview of information from the February PEP Implementation Team meeting. He highlighted the presentations related to the PEP electronic bulletin board and WiSACWIS data. Reggie then further discussed the work of the committee and stressed that, whenever possible, when a new policy or requirement is added the charge of each workgroup is to examine ways to eliminate or streamline existing policies or requirements. The workgroups were also encouraged to look for ways to simplify documentation in WiSACWIS.

Jason Wutt provided updates on changes in WiSACWIS for the March release. Connie added information on proposed WiSACWIS changes that directly impact the work of the committee.

Reggie discussed the status of the Scope of CPS workgroup. He explained that it is no longer a stand-alone workgroup and will be a regular agenda item for the full committee. Reggie walked the committee through the CPS case flow using a flip chart to diagram the process.

**2. Workgroup Meetings (Safety, Access/Initial Assessment, and Ongoing Services)**

Each workgroup met separately for approximately 3 1/2 hours to discuss and review draft policies related to the requirements of the PEP.

**3. Full Committee Meeting**

The committee reconvened at the end of the day with each workgroup providing updates. Dee Jaye Miles and Jason Wutt represented the Access/Initial Assessment workgroup. Jason discussed potential WiSACWIS changes related to identifying the alleged maltreater at CPS Access while Dee Jaye highlighted areas that will require more discussion by the workgroup.

Jeanne Ferguson, chair of the Safety workgroup, discussed policy and possible WiSACWIS changes identified by the workgroup.

Todd Campbell, chair of the Ongoing Services workgroup, provided updates on draft policy related to family interaction/visitation and caseworker-family contact. He also discussed the process the workgroup will use to conduct regional roundtable meetings with CPS caseworkers in the effort to determine barriers to engaging families in case process.